



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Robert Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday November 16, 2016  
REGULAR MEETING 7:00 P.M.**

**LOCATION CHANGE**

**District Office**

**1800 Willow Lake Road, Discovery Bay, California**

Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

**REGULAR MEETING 7:00 P.M.**

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

1. Call business meeting to order 7:00 p.m. – By President Pease
2. Pledge of Allegiance – Led by Director Graves
3. Roll Call – All Present

**B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

None

**C. AREA AGENCIES REPORTS / PRESENTATION**

1. East Contra Costa Fire Protection District Report – No Report

**D. CONSENT CALENDAR**

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approval of DRAFT minutes of special meeting for November 2, 2016
2. Approval of DRAFT minutes of regular meeting for November 2, 2016
3. Approve Register of District Invoices

Motion by: Vice-President Leete to approve the Consent Calendar

Second by: Director Simon

Vote: Motion Carried – AYES: 5, NOES: 0

**E. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA**

1. Veolia Report – Month of October 2016

Project Manager Berney Sadler – Provided the details of the October 2016 Monthly Operations Report. There was a force main break several weeks back – the details will be presented next month (with pictures and repairs). The Town, Veolia, and Contractors responded quickly to repair.

**F. BUSINESS AND ACTION ITEMS**

1. Consider authorizing an expenditure of not to exceed \$9,750.00 for carpet installation at the District Office.

Interim General Manager Kutsuris – Provided the cost for carpet at the District Office; there will be no loss of work time during the work station installation, along with the carpet installation, if approved. The board commented on the condition of the carpet and whether there is a need for replacement. In response to questions from Director Graves, the General Manager explained that multiple companies were contacted for bids.

Motion by: Director Graves to approve the quote from King Carpet Service for the carpet installation at the District Office.

Second by: Vice-President Leete

Vote: Motion Carried – AYES: 5, NOES: 0

2. Consider authorizing the one-time waiver of Section 6 of Resolution 2012-29 which limits the individual disbursements issued from the District's Bank of Agriculture and Commerce account.

Motion by: Director Graves to authorize the one-time waiver of Section 6 of Resolution 2012-29 which limits the individual disbursements issued from the District's account at the Bank of Agriculture and Commerce as recommended by the Interim General Manager.

Second by: Director Simon

Vote: Motion Carried – AYES: 5, NOES: 0

3. Consider authorizing Resolution No. 2016-21 in support of reallocation of property tax to support fire and emergency medical services as requested by the East Contra Costa Fire Protection District.

Interim General Manager Kutsuris – Provided a background of the request from East Contra Costa Fire Protection District that the Town send a Resolution to our legislative delegation requesting the support of legislation that would reallocate ad valorem tax to provide increased support for fire and emergency medical services.

Motion by: Director Graves to adopt Resolution No. 2016-21 which asks the state legislature and the Governor to re-allocate ad valorem property taxes as requested by the East Contra Costa Fire Protection District, and authorize the chair to sign a letter to the District's legislative delegation transmitting the Resolution.

Second by: Vice-President Leete

Vote: Motion Carried – AYES: 5, NOES: 0

4. Accept the report regarding the use of the District's portable sign trailer and consider alternatives.

Interim General Manager Kutsuris – Provided a background of the message board that was purchased in 2012, as well as the current use of the sign. The board discussed the need for the permanent message sign and whether more than one sign should be purchased. The Board agreed that this issue should be evaluated further including the number of signs, possible locations, and ongoing maintenance. The General Manager recommends a policy be developed for sign usage and that the District consider purchasing a permanent informational sign. This was referred to the Communications Committee.

The Board, by consensus asked that this item be discussed at the Communications Committee and then brought to the January 2017 workshop.

**G. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)**

None

**H. PRESENTATIONS**

None

**I. PRESIDENT REPORT AND DIRECTORS' COMMENTS**

Director Steele – Provided the details of the October 20, 2016 Byron Union School District meeting.

**J. MANAGER'S REPORTS – Discussion and Possible Action**

None

**K. GENERAL MANAGER'S REPORT – Discussion and Possible Action**

Interim General Manager – Provided information regarding:

- Cal Trans and the work that has been done on Highway 4. Thanked Assemblyman Jim Frasier.
- Contra Costa County Public Works placing traffic meters on the roadways in the community
- Community Center roof proceeding well
- County working on a new shade structure for Slifer Park, springtime installation
- PLC upgrades for the Willow Lake Treatment Plant and Wells 1B and 2; the project was approved by the board at the 10/5 meeting and is on track. Hope to have the bid package at the December board meeting and construction to begin in January.
- Primary effort for Staff is the Water Meter Project – schedule a special workshop for the Water Meter Project, for Tuesday, November 29, 2016 at 6:00 p.m.
- Financing for the Filtration Project is on track - Bond Counsel – working on documents and those items will be on the agenda for the December 7, 2016 board meeting, and more items on December 21, 2016 board meeting.
- Provided details regarding the "Wrap Around Financing" and the time to discuss that item will be in December.

**L. DISTRICT LEGAL COUNSEL REPORT**

Legal Counsel Attebery – Introduced new associate with Neumiller and Beardslee.

**M. SUB-COMMITTEE UPDATES – Discussion and Possible Action**

Director Steele – Park and Recreation Sub-Committee met and discussed the Community Center activities along with roof project – plans on working with a lifeguard program so we can develop lifeguards in our community and have training and certification locally. Also, advertise in the paper things that are going on at the Community Center and with the Town on a regular basis.

President Pease – Park and Recreation Sub-Committee also discussed the River Otters and to help them get organized and form a 501c non-profit so they can take contributions etc.

**N. CORRESPONDENCE – Discussion and Possible Action**

1. Received – East Contra Costa Fire Protection District meeting minutes – 10-03-2016
2. Received – From County Supervisor Piepho Re-establishing the Double Fine Zone on Vasco Road – 10-26-2016

**O. PUBLIC RECORD REQUESTS RECEIVED**

**P. FUTURE AGENDA ITEMS**

**Q. ADJOURNMENT**

1. The meeting adjourned at 7:23 p.m. to the next Regular meeting of December 7, 2016 starting at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 11-17-16

<http://www.todb.ca.gov/agendas-minutes>